

Watertown City Council

January 13th, 2026

Agenda Item: Organizational Statement and Resolution**Request for Action:** Adopt Resolution #2026-01, Organizational Statement and Resolution**Employee/Dept.:** Dan Tolsma, City Administrator**Background:**

Annually, by Minnesota Statutes, the City Council must perform actions that officially designate or state certain roles, responsibilities, duties, and resources of the organization. Many of the functions and roles identified are filled by default or through formal contracts such as engineering, legal, and planning consultants.

Another important process for the organization is the naming of City Council members as liaisons to various City commissions, committees, or other important and mandated roles within the community and region. These are important roles that help connect the City's citizen advisory boards to the Council, or provide representation of the City within the community.

Attachments:

Resolution #2026-01

**CITY OF WATERTOWN
RESOLUTION 2026-01
RESOLUTION RELATING TO THE
ORGANIZATION OF THE CITY OF
WATERTOWN, MINNESOTA**

BE IT RESOLVED by the City Council of the City of Watertown, Carver County, Minnesota as follows:

1. Official Depository: Pursuant to Minnesota Statute, Chapter 118, the City Council designates the following financial institutions as official depositories for municipal funds:

- a. Old National Bank, Watertown
- b. Citizen's Alliance Bank, Watertown
- c. Other depositories: Northland Securities, RBC Wealth Management, UBS Financial

2. Official Newspaper: Pursuant to Minnesota Statute, Section 412.831, the City Council designates the following as its Official Newspaper:

- a. Herald Journal

3. Acting Mayor: Pursuant to Minnesota Statute, Section 412.121, Councilmember Everson is appointed Acting Mayor and is to perform the duties of the Mayor during the absence or disqualification of the Mayor or in the case of a vacancy in the Office of the Mayor.

4. Regular Council Meeting: The Regular Meeting of the City Council of Watertown is to be held on the second and fourth Tuesday of each month at 6:30 PM at City Hall.

5. Council Salaries: The Mayor and Council may be reimbursed for actual and necessary expenses incurred in attending meetings in which they represent the city in an official capacity and training sessions and other meetings in which attendance has been approved by the Council in advance.

The following Council salaries are established:

- a. Mayor - \$450 per month for all Council Meetings and Workshops, payable monthly
- b. Councilmember - \$350 per month for all Council Meetings and Workshops, payable monthly
- c. The Mayor and Councilmembers will be paid \$40 per Commission meeting

6. Officers, Employees: The following persons are appointed to the offices indicated below:

- a. City Administrator – Dan Tolsma
- b. City Clerk-Treasurer – Michael Sommerfeld
- c. Fire Chief – Tom Hanson
- d. Data Practices Authority – Deputy City Clerk/Michael Sommerfeld/Dan Tolsma

7. City Attorney: The firm of Campbell Knutson, Chartered, Eagan, Minnesota, is appointed the City Attorney. Jack Brooksbank is the primary contact. The City does reserve the right to use other firms as appointed by the Council. The Carver County Attorney's Office shall be used for Criminal Prosecutions.

8. City Engineer and Watershed Control Administrator: The firm Bolton and Menk, Chaska, Minnesota, is appointed City Engineer and Watershed Control Administrator. Phillip Schrupp is the primary contact.

9. Financial Consultant: The firm Northland Securities, Inc., Minneapolis, Minnesota, is appointed Financial Consultant. Tammy Omdahl is the primary contact.

10. Planning Consultant: The firm of Terramark is appointed Planning Consultant. Mark Kaltsas is the primary contact.

11. Bond Counsel: The firm Taft Law is appointed Bond Counsel. Mary Ippel is the primary contact.

12. Insurance Consultant: The firm Oakwood Insurance Group is appointed as Benefits Insurance Consultant. The firm Oakwood Insurance Group, and the League of Minnesota Cities Insurance Trust (LMCIT) are appointed as Property and Casualty Insurance Consultants. Corey Mitteness is the primary contact.

13. Building Official: Derrick Wyman, with SAFEbuilt is appointed Building Official.

14. Audit Firm: Abdo Financial Solutions is appointed the Audit Firm and Brad Faltysek as the primary contact.

15. Civil Defense: The Fire Chief shall be appointed Civil Defense Coordinator.

16. Council Committee Assignments:

- a. Economic Development Authority: Mayor Walters, Council Member Everson
 - b. Commission on Aging: Council Member McGuire
 - c. Carver County Leaders: Mayor Walters
 - d. Parks Commission: Council Member Thul
 - e. Planning Commission: Council Member Kasheimer
 - f. Fire Advisory Board: Council Member McGuire
 - g. Chamber of Commerce: Mayor Walters, Council Member Everson (Alternate)
 - h. Community Education: Council Member Thul
 - i. Public Safety Committee: Mayor Walters, Council Member Thul
- All other Committees will be considered Ad Hoc and appointed as necessary.

17. Official Posting Site: Watertown City Hall Display Case, www.watertownmn.gov
Approved on this 13th day of January 2026.

Michael Walters, Mayor

ATTEST: Michael Sommerfeld, Administrative Services Director